

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number,
building, Agency/Post)

22 SEP 1983

Initials

Date

1.

15/

10/5/83

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Ran short of copies of the book mentioned
in the minutes. If you would like a copy,
please let me know.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

★ GPO : 1981 O - 261-529 (148)

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21 September 1983

MEMORANDUM FOR: Information Services Planning Working Group

FROM: [REDACTED] Chairman

SUBJECT: Minutes of 15 September 1983 Working Group Meeting

1. The Information Services Planning Working Group met on Friday, 15 September 1983. Participants included [REDACTED]

[REDACTED] Monitoring the meeting was [REDACTED]

2. [REDACTED] convened the meeting, asking for corrections to the minutes of the 26 August meeting. [REDACTED] noted that he had attended that meeting but was not included in the list of participants. [REDACTED]

3. The group discussed [REDACTED] memo of 12 September, which suggested we develop a planning methodology based on that described by Larry E. Long in his book, Design and Strategy for Corporate Information Services. The group agreed with this approach, and [REDACTED] offered to obtain copies of the book for the members. (The books arrived on 19 September. Thanks, Nancy!) [REDACTED]

4. The group agreed to form two subgroups to hasten work on a planning methodology and its implementation. [REDACTED] comprise the Methodology Subgroup. Nancy [REDACTED] comprise the Implementation Subgroup. The remaining working group members will focus on identifying planning issues. [REDACTED]

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5. The group also agreed on the following schedule for deliverables to the ISB:

- o Complete a planning methodology by 15 October.
- o Complete an implementation strategy by 15 November.
- o Formally present alternatives and recommendations to the ISB by 15 December.

25X1 [redacted] will inform the ISB of our schedule before their 6 October
25X1 meeting. [redacted]

6. The Methodology Subgroup will meet prior to our next working group meeting to discuss the problems we are addressing and outline a methodology. In the meanwhile, everyone should take a quick look at the Long book and see how much of his methodology is appropriate for our needs.

25X1 [redacted]
7. The next meeting of the working group is scheduled for Thursday, 29 September 1983, at 1330 hours in Room 4E05 Headquarters. The agenda for that meeting, which is scheduled for 90 minutes, is as follows:

- o Approve the minutes of the previous meeting.
- o Take care of any old business.
- o Discuss the problems that planning will address.
- o Discuss the Long planning methodology. [redacted]

you'll be in the air

next mtg 13 Oct.

[redacted] said

ODP Conf. &

GH & D will not be there

25X1 O/Compt/IHG, [redacted] (21 Sep 83)

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